



## Volunteer/Intern Position Description

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<b>Job Title:</b>	<b>Events Assistant</b>
<b>Objective:</b>	Assist with the planning, coordination, and execution of HeartWell events: retreats, classes, workshops, meetings etc.
<b>Location:</b>	The HeartWell Institute, and some from home, as needed.
<b>Responsibilities:</b>	Event planning, volunteer management, set up, greeting/registration, cleanup/event wrap up.
<b>Reports to:</b>	The Events Assistant reports to the Marketing and Events Coordinator and the CEO.
<b>Length of Appointment:</b>	3 months with extension agreed to by both parties.
<b>Time Commitment:</b>	Approximately 8-10 hours a week and additional required hours at events.
<b>Qualifications:</b>	A degree in, or proven interest in, small business and non-profit business event coordination/planning. Experience is a plus.
<b>Contact if Interested:</b>	Zayda Vallejo at <a href="mailto:zayda@heartwellinstitute.com">zayda@heartwellinstitute.com</a>
<b>Remuneration:</b>	Ability to attend most HeartWell programs without a fee. After a 3 month commitment and performance review, there may be an option to receive a monthly stipend of \$400 per month if contact is extended.
<b>HeartWell's Mission</b>	<ul style="list-style-type: none"><li>• To support individuals on their journey of self-understanding and transformation</li><li>• To celebrate the cultural and spiritual diversity of our community</li><li>• To value each individual as a teacher, learner, and healer</li><li>• To explore the emerging body of knowledge and evidence-based research including the Science of the Heart, and the Neuroscience of Mindfulness.</li></ul>